
APPROVED BOARD MEETING MINUTES

Time/Date: 2:00 pm 15th September 2022
Location: Coast Hotel, Squirrel Meeting Room, 511 Bow Valley Trail, Canmore

In Attendance:

Chairperson	Grant Canning
Vice Chairperson	Karen Marra
Director	Jeff Mah
Director	Jen Smith

BVWMC:

CAO	Andrew Calder
Regional Coordinator	Peter Duck
Recording Secretary	Liz Boak

Other:

Bookkeeper	Kimber Amping
Rocky Mountain Outlook	Greg Colman

Regrets:

Director	Joss Elford
Director	Hugh Pettigrew

1. Call to Order

Chairperson Grant Canning called the meeting to order at 2:05 pm.

2. Additions/Changes to Agenda

MOTION BVW 0922-001

Vice Chairperson Karen Marra moved to adopt the 15th September 2022 agenda with the following addition:

- 6. c) Lime cell liner update

CARRIED UNANIMOUSLY

3. Adoption of Minutes

- a) 18th August 2022 Board meeting

The minutes from the 18th August 2022 Board meeting were not included in the agenda package and so approval is deferred to the October 2022 Board meeting.

4. Delegations/Presentations

None

5. Business arising from the minutes

None

6. New business

a) August Financial Update

The August financial reports were presented per the information provided in the agenda package. Year to date (8 month) ending August 31, 2022, represent 66.67% of annual linear budget. Total revenue is at 82.30% of the annual budget and 3.79% more than prior year. Total expenses are at 53.12% of the annual budget and 6.48% less than prior year. Accounts receivable balance has decreased by \$146,407.08 over prior month, which includes receivables of interest on overdue accounts. 25% of accounts receivable are older than 60 days. Interest on overdue balances over 90 days is being charged on a monthly basis.

MOTION BVW 0922-002

Director Jen Smith moved to receive the August 2022 financials as information.

CARRIED UNANIMOUSLY

b) Staff report – Updates to BVWMC Strategic Plan

Administration presented the staff report on the 2022 Strategic Plan. The Commission held its annual strategic planning session on August 31, 2022. Administration included the amended 2022 BVWMC Strategic Plan in the Board agenda package and highlighted all the comments and recommended changes in red. Administration asked the Board to review the changes, request any final changes, and consider approving the 2022 BVWMC Strategic Plan. The Board requested that Administration make a note stating that all material in the document is recorded as metric tonnes.

MOTION BVW 0922-003

Director Jen Smith moved to approve the 2022 BVWMC Strategic Plan as presented.

CARRIED UNANIMOUSLY

c) Lime Cell Liner

Administration verbally updated the Board on the lime cell liner purchase. AE is developing and implementing an invited tender process which is to identify three qualified vendors to purchase and install the cell liner material required for closure of the current lime cell at FCRL. AE has developed a scope from the initial quote they received for the liner purchase from WTL and are still on track to award the contract to a qualified vendor by the October 2022 Board meeting.

7. Member Municipality Updates

Town of Canmore has set up an environmental sustainability team to update, integrate and expand the Town's strategies, programs and initiatives related to environmental stewardship and is looking for regional collaboration. In the

coming months, Town of Canmore expects to bring a proposal to the Commission for a regionally funded study to assess construction and demolition waste recycling priorities.

8. Questions of Administration and Commission

None

9. Correspondence/Information

- a) August sector reports
- b) August action log
- c) SAEWA briefing notes 010922

MOTION BVW 0922-004

Vice Chairperson Karen Marra moved to receive section 9. a) – c) as information.

10. Next Meeting


Next Board Meeting is set for 26th October 2022 at 2:00 pm.

MOTION BVW 0922-005

Director Jeff Mah moved to adjourn the meeting at 2:45 pm.

CARRIED UNANIMOUSLY

The 15th September 2022 meeting minutes have been adopted as presented on:



BVWMC CAO

18th November 2022

Date



BVWMC Chairperson

NOV. 18/22

Date